

FFY19 CSBG Discretionary Grant

Application Rating Form

Overview

CSBG Discretionary Grant applications undergo a rating process. All applications should have an initial pass/fail threshold assessment to determine if all required documentation is included prior to scoring. Applications are scored to help determine the amount of funding that should be awarded out of available federal funds. The application score will derive from the following point system:

- Proposal Information: 60 points
- Proposal Budget: 40 points
- Total: 100 points

Instructions

Complete this form for each applicant. Assign a point value based on whether listed criteria are fully met, partially met, or not met based upon the information submitted. Record observations that will explain the points awarded. Applicants are keenly interested in these comments.

Summary

Applicant Name: _____

Funding Category: _____

Funding Request: _____

Panelist Score: _____ / 100 Points

Team Score: _____ / 100 Points

Recommendation: _____

Reviewed By: _____ Date Reviewed: _____

Threshold Review

- _____ All Applicant Information provided
- _____ Articles of Incorporation and Current By-laws
- _____ 501 (c)(3) IRS Determination Letter
- _____ SDAT Certificate of Good Standing
- _____ Copy of the organization's most recent audited financial statements

Proposal Information (60 Points)

- _____ 1. Is the applicant a CAP agency or a nonprofit organization with direct experience with CAPs? Did the applicant provide a clear and concise history and mission of their organization? (Award up to 5 points)
- _____ 2. Did the applicant describe how the proposed project supports the mission of their organization and their efforts to eliminate poverty, increase self-sufficiency, and promote community revitalization? (Award up to 5 points)
- _____ 3. Did the applicant clearly identify the target population or organization that will be served / assisted by the proposed project? (Award up to 5 points)
- _____ 4. Was the proposed project timeline realistic and manageable based on the applicant's current capacity? Were the deliverables realistic and attainable based on the applicant's current capacity? (Award up to 10 points)
- _____ 5. Were the projected outputs and outcomes specific, realistic and attainable? Were the projected outputs and outcomes clearly tied to the funding category and project summary provided in the executive summary? (Award up to 12 points)
- _____ 6. Does the organization's capacity reasonably support their ability to achieve the proposed outputs and outcomes? (Award up to 10 points)
- _____ 7. Does the organization's experience with delivering the proposed outputs and outcomes demonstrate their ability to complete the proposed project within the grant term? (Award up to 5 points)
- _____ 8. If this is a new project, do not award points for this question. If it is a continuation of an existing project, evaluate the applicant's progress to achieving their projected goals for FY19. (Award up to 3 points)
- _____ 9. Did the applicant discuss the key partnerships that will support this project? Do the partnerships clearly enhance the project? (Award up to 5 points)

Comments: _____

Proposal Information Score: ____ / 60 Points

Proposal Budget (40 points)

_____ 1. Did the applicant provide the detailed sources and expenditures for FY19 and FY20? If the applicant received CSBG discretionary funds in FY 19, was it clearly noted? Were additional funding sources noted for this project? Were all requested expenditures broken down by administrative and programmatic categories? (Award up to 20 points)

_____ 2. Did the applicant provide a budget narrative to clarify major line items in the budget? Were narrative explanations of expenditures for key staff salaries, equipment, travel and other costs provided? (Award up to 20 points)

Comments: _____

Total Proposal Budget Score = ____ / 40 Points

Overall Comments:

